



EXPORT PACKER/VAN PORTER

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Job Description

We are a removals, storage and shipping company, based in Willersey, Worcestershire, specialising in antiques and fine arts. We are looking for an enthusiastic and pro-active individual to join our export packing team. The ideal candidate will have experience in the removals and shipping industry. However, this is not essential as training will be provided.

This is a fantastic opportunity to join a dynamic and growing team in an evolving business.

Key roles and responsibilities:

1. To ensure all freight received into the warehouse is correctly labelled.
2. Perform a full dimensional and condition audit on all items collected or received into the warehouse at the earliest possible opportunity. All results to be digitally input into bespoke software and any irregularities to be reported to the Export Manager.
3. To export wrap antiques, fine arts and personal effects to the standard required with consideration to the final method of conveyance within the time scale as directed by the Export Manager.
4. Manufacture bespoke packing crates/cases.
5. To stow wrapped goods into packing cases/crates/shipping containers with consideration to the final method of conveyance and the safety of the goods in transit.
6. Ensure freight is correctly labelled prior to despatch and all necessary paperwork has been completed prior to returning to the Export Manager.
7. Stow storage containers correctly with consideration to the safe storage of contents and up-keep of accurate inventories/warehouse mapping.
8. Assist with maintaining a clean and tidy working environment, including yard area, and the safe and correct disposal of packaging debris.

9. Request replenishment of stock materials in a timely fashion to ensure smooth operation of warehouse, to include up-dating and maintaining the stock spreadsheet whether manually or in a digital format.

10. To assist when required with porter duties which will include:

- To assist with vehicle loading and unloading
- Ensure vehicles are clean and tidy at all times and transit blankets are correctly folded and stowed.
- Assist with the daily maintenance checks on the vehicles.
- If a current appropriate licence is held there may be a requirement to assist with driving duties.
- Ensure the condition of goods when collected/delivered are accurately recorded and **all** items are correctly labelled.
- Ensure all Collection/Delivery Notes are signed for each collection/delivery made and passed to the traffic office at the end of each trip. Any additions/subtractions or amendments are clearly marked on the note and brought to the attention of the traffic office.

11. Ensure all responsibilities are met with regard to Health & Safety regulations both within the warehouse and when working away on-site.

12. Any other responsibilities which management may require you to undertake and that can be considered reasonable within the remit of this post.

Reference ID: Export Packer/Van Porter

Application deadline: 19/02/2021

Job Types: Full-time, Permanent